

Getting Started with Skype



What is Skype?

Skype is an Internet phone service that allows users to make free computer-to-computer phone calls to anyone in the world via the Internet! With this tool, you can collaborate and make global connections with family, classes, and professional peers.

What Do You Need to Get Started?

To use Skype you need the free software, available at <http://www.skype.com>, a computer microphone and a set of speakers (or a USB headset with microphone). A webcam allowing videoconferencing is optional.

Setting Up Your Skype Account

Once **Skype** is installed, launch it for the first time. You will be prompted to setup your **Skype** account. For assistance, please contact the **IT Department at 4130**.

Finding Other Skype Users

To search for **Skype** users, click **Contacts** and then click **Search**. A new window will open allowing you to search for other Skype users by **Skype** name, email address, city, state, country, etc. When you find the desired **Skype** user, click his/her name and then click **Add Skype Contact**. You will then be prompted to enter a message to introduce yourself. (The user must approve you as a Skype contact before you are able to “skype” together).

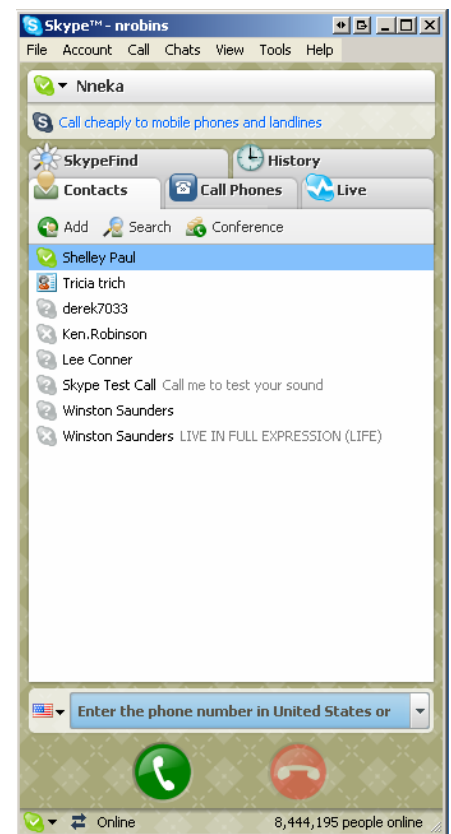
Found 37 results for **nneka**. Please select the person you are looking for and click Add.

Full Name	Skype Name	Country/Region	Profile
Deborah N. Egbuna	nneka95	United States, Liverpool	
Németh Tiborné	nnekata	Hungary, Szeged	
Nneka	cutenneka81	United States, New Orleans	
Nneka	nrobins	United States, Atlanta	
Nneka	nneka.oliphant	United States	
Nneka	niksyz	Nigeria	

Add Skype Contact **Close**




Before making your first call, select the “**Skype Test**

Call” contact, then click the **call button** to test your microphone and speakers.



Using Skype

Skype offers several communication options:

- **Phone calls** - Click a user in your Skype list and press the green call button. On the other end, your buddy's Skype program will ring just like a regular phone. That user answers (by clicking the green button), and you talk, using your computer microphones and speakers/headsets. 
- **Video calls** - If you and your buddy both have web cams, you can add video capabilities to your Skype calls (currently for Windows only).
- **Instant Messaging** - Click on a buddy in your Skype list and click the blue chat button to chat through instant text messaging. 
- **Send Files** - Select a user in your buddy list and select **Menu > Send file**. **Skype** will prompt you to browse for the file. Select the file and click **Open**. When your contact approves the file, it will be sent immediately. 
- **Conference Calls** – Up to ten users can collaborate in a Skype conference call. Begin a call with one contact. Select the next contact and click **Add Callers**.

Finding Other Classes to “Skype” With

Consider visiting a classroom exchange site like ePALS. On ePALS, you can search for other classes to collaborate with. Once you have chosen a class and have set up a relationship with them, tell them about Skype and invite them to join.

Using Skype With Students

Here are some ways that Skype can be used with students:

- Have foreign language students participate in Skype conversations with students from other countries.
- Allow students who are working on a collaborative project to participate in a conference call from various locations.
- Have students present their work to an authentic audience such as other classrooms around the world or professionals in their community.
- Let parents “listen in” on their child’s presentations.
- Try setting up an interview with an author whose book your class is reading.
- Invite a guest speaker to talk to your class via Skype.
- Students can interview an expert via Skype.